

**Free Computer Classes at Active Adults 55 and Better**  
**The REC 1175 Municipal Way, Grapevine, TX 76051 817.410.3465**

**Fall Semester Oct 5 – Nov 19, 2015**

Download schedule from [playgrapevine.com](http://playgrapevine.com) and in left column click on "Active Adults 55 and Better"

**All classes must have a minimum of 5 students**

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**How to use your iPhone Length: One session**

**Pre-req: Must have an iPhone 5 or 6, know how to make and answer phone calls, and listen to voice messages. Bring your iPhone to class fully charged.**

**When:** Wednesday, 12:30-3:30pm (Oct 28) Taught by Beverly Savage

**OR** Monday, 9am-12pm (Nov 16) Taught by Beverly Savage

**OR** Wednesday, 9am-12pm (Nov 18) Taught by Beverly Savage

This roundtable training is limited to 6 participants and requires no computer experience. In this class, learn how to adjust the sound and change a few other important settings, including a discussion about backing up your iPhone and the importance and value of having an iCloud account. We will provide tips about using the phone feature, adding to *Favorites* and recommendations about entering *Contacts*, how to text and some texting tips, and a variety of ways to use Siri.

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**iPhone Apps, Maps, and Pictures Length: One session**

**Pre-req: Must have an iPhone 5 or 6, know how to make and answer phone calls, and listen to voice messages. Bring your iPhone to class fully charged.**

**When:** Thursday, 9am-12pm (Nov 12) Taught by Twyla O'Keefe

**OR** Tuesday, 9am-12pm (Nov 17) Taught by Twyla O'Keefe

**OR** Thursday, 9am-12pm (Nov 19) Taught by Twyla O'Keefe

This roundtable training is limited to 6 participants and requires no computer experience. In this class, learn how to search for, install, organize, and remove apps from your phone. You'll learn how to use the Map including finding addresses, adding bookmarks, and using audible turn-by-turn directions. In learning about the camera feature, you will take pictures, remove red eyes, organize your photos into albums, and understand what the streaming function does.

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**CANCELED Keyboarding (Typing) Length: Three sessions each**

**OPEN to ANYONE - May or may not have taken a computer course.**

**Your computer requirements: Windows XP or above, Internet access**

**When:** Wednesday, 9am-12pm, (Oct 14, 21, 28) Taught by Barbara Oldani

Computers are more fun when you know the keyboard. This class will introduce you to free programs that will help you improve your computer keyboarding (typing) skills. You will be shown how to use these programs. You will be given a CD or flash drive so you can practice at home on your computer, in our Study Hall or on any computer with Internet access. To use the keyboarding CD or flash drive at the Grapevine Library, contact the librarian.

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**Windows Fundamentals Length: Six sessions each**

**When:** Mon & Wed, 12:30-3:30pm (Oct 5, 7, 12, 14, 19, 21) Taught by Pam Price, assisted by Linda Szot & JoAnn Heinen

**OR** Tue & Thurs, 12:30-3:30pm (Nov 3, 5, 10, 12, 17, 19) Taught by Carolyn Ernst, assisted by Ed King, Beverly Savage

As students, you will learn how to use the mouse and the keyboard. You will get lots of practice in a useful way with beginning word processing, creating files and folders, developing small & large motor skills (helpful with the mouse) and changing desktop options. The class uses Win 7 to teach the standard features that come with Win XP, Vista, Win 7 & Win 8 so that with what you learn in the class, you will be able to go home and practice on your computer. Students with Win 8 may install ClassicShell ([www.classicshell.net](http://www.classicshell.net)) which changes the Win 8 Start Menu to be very similar to Win 7. **Note:** If you are lacking in keyboarding (typing) skills, we strongly encourage you to take the Keyboarding class. Our goals are to help you to be successful and have fun with your computer.

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**Study Hall**

When: Fridays, 10am-12pm (Oct 9, 16, 23, Nov 6, 13)

**Open to those who are taking or have taken Windows Fundamentals or Keyboarding.**

Do you want to practice Windows Fundamentals topics? If so, this time is for you. A knowledgeable assistant will answer your questions of how to do Wallpaper, Screensaver, Windows Explorer, Paint, WordPad and Solitaire. There are exercises for you to practice on or just come and do what you want to do.

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**Optional Classes Follow - Requires Successful Completion of Windows Fundamentals**

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**Digital Camera: Getting Started Length: Four sessions**

**Pre-req.:** Have digital camera and can take pictures with it.

When: Tue & Thurs, 9am-12pm (Oct 27, 29, Nov 3, 5) Taught by Roger Jones, assisted by Jim Lorkowski, Pearl Dill

Now I have a digital camera, what do I do? Learn how to get photos from the camera to the computer, do basic editing like cropping, removing red eye and getting the pictures to look better. Learn how to print on your home printer or at the store; how to resize photos and email. Picasa 3, free software from Google, will be used. Picasa 3 requires Windows XP, Vista or Windows 7.

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**Experience the Internet Length: Two sessions**

When: Tue & Thurs, 6-8pm (Oct 27, 29) Taught by Judy Sherman.

Are you getting the most the internet has to offer? This class offers tips and tricks for Searching, Printing Articles, Sharing Files and Photos and many other common practices. We'll explore Google, learn to manage Favorites and have fun learning about YouTube, Wikipedia and other interesting websites.

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**Excel Length: Five sessions**

**Pre-req: Word**

When: Wed & Mon @ 12:30-3:30pm (Nov 4, 9, 11, 16, 18) Taught by Peggy Mitchell, assisted by Richard Snyder

Come learn about the possibilities of using spreadsheets in Excel. We will work with address lists and budgets. You will learn how to address envelopes and make labels from your address list. We will also learn how to manage your spreadsheets with filtering and sorting functions.

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**Genealogy: Beginning Length: Two sessions**

When: Tue & Thurs, 9am-12pm (Oct 6, 8) Taught by Pearl Dill, assisted by Ann Berryman.

Developing a firm foundation on which to build your Family Tree. Do you know who you are? Where did your ancestors come from? Find out the answers to these and many more questions in this class. Learn how to use Pedigree Charts, Family Group Sheets and sources to compile accurate information on paper. Then learn how to organize your family history/research information so that it is easily accessible. This class will prepare you for the **Genealogy: Intermediate** class.

**Genealogy: Intermediate Length: Four sessions**

**Prerequisite: Genealogy: Beginning**

When: Tue & Thurs, 12:30-3:30pm (Oct 20, 22, 27, 29) Taught by Pearl Dill, assisted by Ann Berryman.

Reaching for the next branch, limb or leaf to grow your Family Tree. Now that you have completed Pedigree Charts and Family Group Sheets for your family members, what is the next step? Using the information you compiled in **Genealogy: Beginning**, learn to use FREE internet sites and blogs/message boards to search out more complete information on your family history.

**Greeting Cards Length: Four sessions**

When: Mon & Wed, 9am-12pm (Nov 2, 4, 9, 11) Taught by Dick Guckel, assisted by Sharon Scroggins & JoAnn Heinen

Using the PrintMaster Gold Version 18 software, this class will teach how to create greeting cards (birthday, anniversary) calendars, labels, etc.. The students will purchase the greeting card software for \$15 (due at registration) learn to install it on their home computers and take the software home. You must have Windows XP, Vista or Windows 7, a minimum of 1GB hard disk space and a **DVD reader** to run this program at home.

**How to use Pinterest Length: One session**

**Pre-req: Must have an existing Pinterest account and know your ID and password so that you can log in at the Senior Center computer lab.**

When: Monday, 9am-12pm (Oct 19) Taught by Lori Quinn.

Get the creativity juices flowing by searching for ideas and saving (pinning!) them to your account. Learn how to create boards, how to follow other boards and people, and how to upload and tag your own pictures! Bring your smart phone or tablet to learn how to use the Pinterest app, which is much easier to use, especially for taking and uploading your own pictures.

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**Using iTunes to Sync and Backup Your iPhone      Length: One session**

**Pre-req: Must have an iTunes account and know login and password. Must have an iPhone 4, 5, or 6. Bring your charging cable to class (will use the USB to connect to the computer). Bring a few music CDs to class.**

When:    Monday, 9am-12pm (Oct 12) Taught by Lori Quinn.  
          Monday, 9am-12pm (Oct 26) Taught by Lori Quinn.

iTunes is a program installed on your computer that provides the ability to back up your iPhone (an alternative to using iCloud). It is also used to synchronize music, video, and photos with your phone. You'll learn how to create playlists and rip (copy) music from CDs, which allows you to "carry" your music with you. Class size is 12 students.

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**Word                                      Length: Five sessions**

When:    Tue & Thurs & Fri, 12:30-3:30pm (Oct 6, 8, 9, 13, 15) Taught by Pam Price, assisted by Jane Doclar.

This class uses Microsoft Word 2010 to help you increase your word processing skills in the following areas: formatting, editing, creating tables and labels, using mail merge, and working with graphics. **NOTE:** Students should have competent keyboarding skills to get the most out of this class. If you need to improve your own typing skills, we encourage you to take the Keyboarding class first.

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